Army Food Management Information System

# AFMIS Operation Management

- General Information
- Standards / End Users Manual
- Systems Summary
- Systems Security

# General AFMIS Information

# Past

Defense Audit Service Report

- 28 May 1980
  Needed Clearer Audit Trails

Sponsor

- DCSLOG
  Need for automation (AT&T - MIS)

Training

- During Roll-out
  2 week course to selected personnel

# Present

Current System Use:

- Paperwork System verses Automated System
  * Not Compatible *

Different Systems

Standards:

- " System " / " Steps "
  Must complete "Step One" before moving on to Step 2 or 3 (etc.

For Example;

Systems Example

# STEPS

| Paperwork | AFMIS | SCP 14 |
|---|---|---|
| 1. Check and Verify Headcount. | 1. Customer Forecasting. | 1. Customer Forecasting. |
| 2. Post Heads to Account. | 2. Budgeting. | 2. Budgeting. |
| 3. Sensitivity Check. | 3. BOH and Orders Check. | 3. BOH and Orders Check. |
| 4. Budgeting | 4. Menu Planning | 4. Menu Planning |
| 5. Menu Planning | 5. Shopping | 5. Shopping |

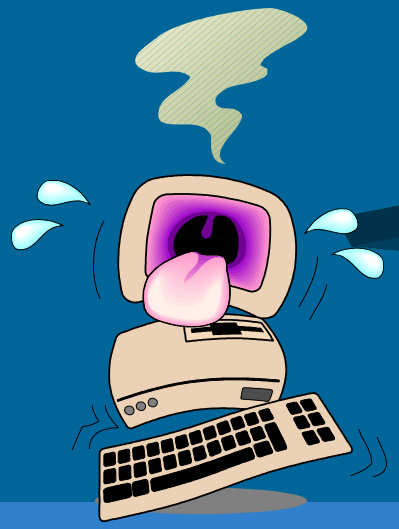
# Present

Who trains Who?

Current System Use:

- Training in the Field

User → Trains → User → Trains → User



Personality System!

Who's Missing?

Unix
Welcome to the Ar oe Management Information
Trainin
Login:
The Manager
and
supervisor
F-1
INSERT
F-2
DELETE
PG FWD
F-4
PG BWD
ON
F-5
MENU
F-6
F-7
F-8
HELP

# Present

- Training at USAQMC&S - AFMIS Lab
  BNCOC - ANCOC - FSM - WOBC

  - BNCOC
    Apprentice Level - User DFO **8 Days**

  - ANCOC
    Supervisor Level - Mgmt DFO **7 Days**

- Both the above courses receive
  Automation and Paperwork training.

# Present

- Training at USAQMC&S - AFMIS Lab
  BNCOC - ANCOC - FSM - WOBC

  - FSM
    SR. Supervisor - Train and Evaluate DFO - FA - IFA **5 Days**

  - Warrant Courses
    Executive / SR. Exec. - Evaluate & Coordinate DFO - FA - IFA - TISA - SA **5 Days**

- Both the above courses receive Automation training only.

# Future

You follow the " STEPS "

Food Service Future – SCP 14

- Automated standards are basically the same.
  Recipes - Menus - Shopping - Inventory

- The " LOOK " is different.
  AFMIS - Menu Driven / SCP 14 - Wi

# Purpose of AFMIS – SCP 14

- Improve overall efficiency of the Army Food Service Program by:
  - Improving Subsistence Accountabi
  - Automating Headcount Procedures
  - Establishing Clear Audit Trails
  - Putting the Manager back in the " Drivers Seat "

# Automated Headcount Point of Sale - POS

- Automated Headcount
  SMART (CAC) Card - Identifies Diner - Payroll Deduction - Audit Entitlements

- Point of Sale
  Tracks Menu Items by Purchase Monetary Analysis by Item - Audit by Item

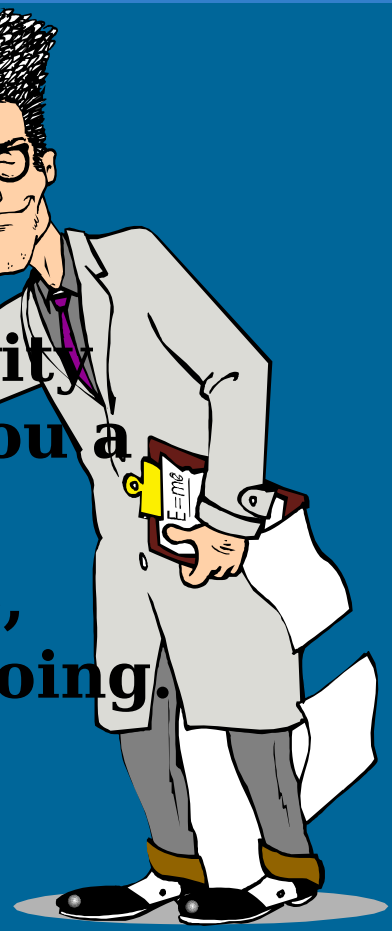
**Point of Sale**

# General AFMIS Information

**AFMIS And The Future Snap Shot**

**This Learning Activity should have given you a "snap shot" of:**

**Where we were, are, and, where we are going.**



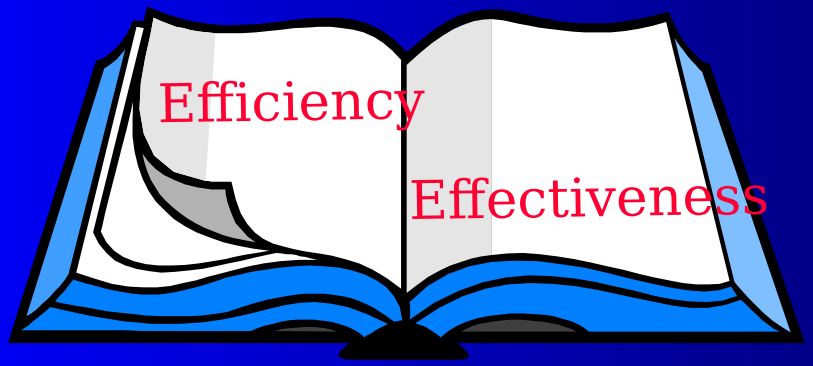
# STANDARDS - Purpose

## Purpose of Standards

- ✓ Systems Efficiency
- ✓ Cost Effectiveness
- ✓ Time Management – Delegation
- ✓ Effective Supervision
- ✓ Manual Standards vs. Automated
- ✓ Priority of Work

# The End Users Manual

The Users Guidance



# Purpose of the Manual

- Used to efficiently and effectively operate on the system.
- Used as a guide for:
  - Regulatory guidance and referencing
  - Report filing IAW MARKS – Locating Reports

# Sections in the Manual

- Working sections are broken down in outline form.
  - Each section pertains to a menu choice on the system.

- Is relatively “ User Friendly “
  - Explains what a selections does - Not why or how.
  - Gives “ Picture “ examples of screens.
  - If used, you can “ navigate” through the system with very few problems.

# Appendices

- The Appendices contain very useful information that is seldom used.
- In this part of the lesson, we will cover each of the Appendices: A through F
- Take good notes, because each of these areas will be discussed in detail: something that the Manual doesn’t do…

# Appendix A

- Appendix A is broken down into two (2) sections.
- Section 1 of Appendix A is Acronyms and Abbreviations normally used with AFMIS.
- Section 2 gives you common Computer Terms and their definition.
  - Used when communicating with the SA

Go to Appendix A

# Appendix B

- Appendix B gives you examples of:
  - Common Error Messages.
  - Corrective Measures pertaining to the error message.

Go to Appendix B

# Appendix E

Most Error Messages tell you to contact the SA
- HOWEVER -
You should try to solve the problem at the lowest level **FIRST** by using the following steps:

B-1 UNIX Error Recovery Cod
you were operating when the

B-2 INFORMIX Apr Program Er

| MESSAGE | ACTION REQUIRED |
| --- | --- |
| D AB SE ERROR HAS OCCURRE OC! | Contact the SA and give the name of the process you were operating when the error occurred. |
| E ABO SYSTEM ERROR. Y RETURN TO | Press [RETURN] to exit the process. C th operating when the error occurred. |

Problem Reportin
g Steps

# Appendix C

- Appendix C gives you an example of:
  - Outputs.
  - A Reference to which Section the Output is generated.
- There are several reports printed from the DFO Sub-System.
  - Each Report has it’s own unique Product Control Number ( PCN ).

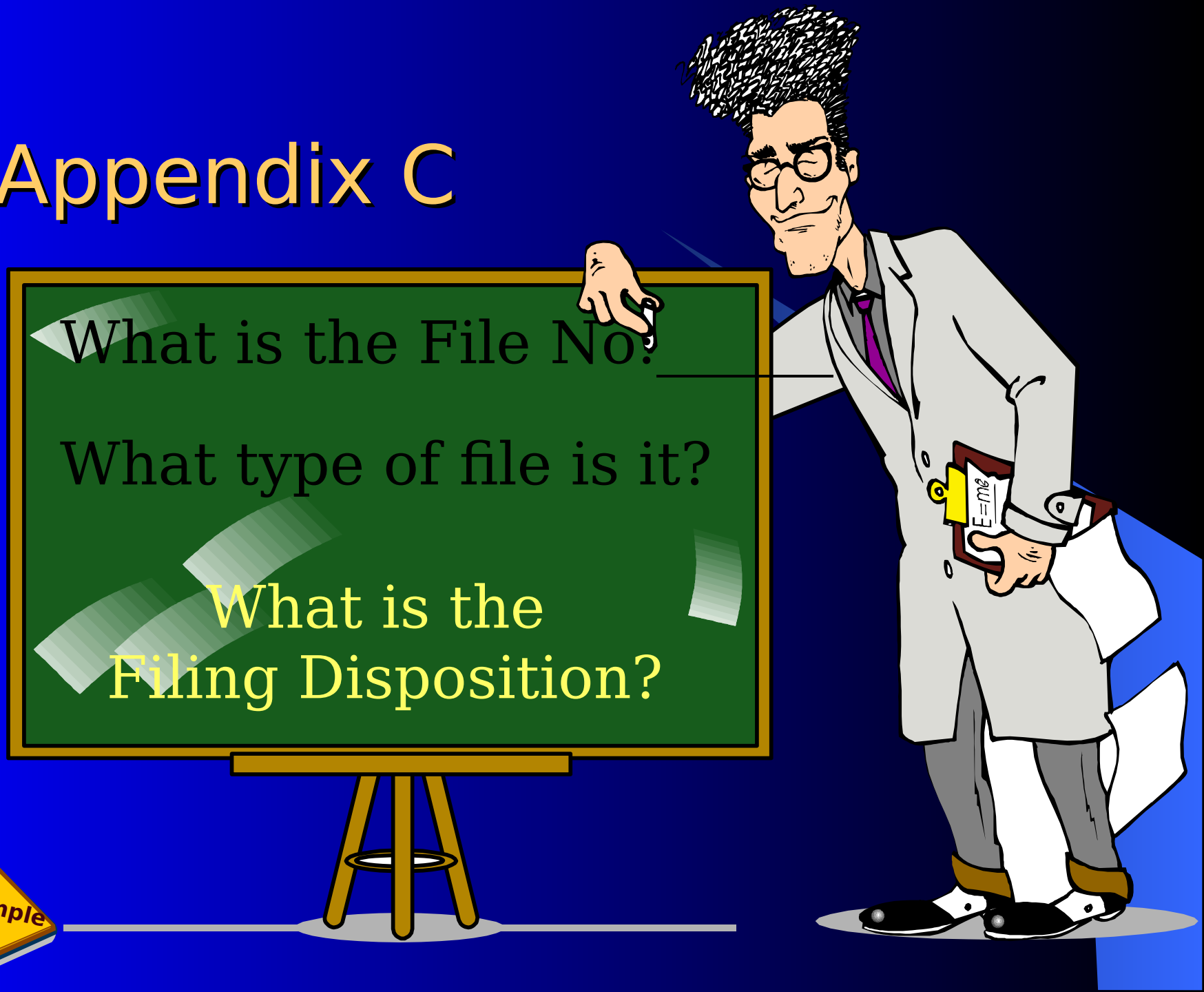
Go to Appendix C

# Appendix C

- Appendix C can also be used to reference ARIMS filing dispositions: The “Section” is it printed from.

- For example:
  - Using AR 25-400-2 ( ARIMS ) and the End Users Manual, under what file number would you file the Daily Batch Register Report?

# Appendix C


What is the File No?
What type of file is it?
What is the
Filing Disposition?
E=mc²
Example

# Appendix D

- Appendix D is broken down into two (2) sections.

- Section 1 gives you an example SOP.
  - Each functional area should have an SOP.

- Section 2 gives you an example Work Schedule.
  - To ensure FEWER mistakes are made, each user area should have a work schedule.

Go to Appendix D

# Appendix D

SAMPLE DAILY PROCESSING WORK SCHEDULE
DINING FACILITY OPERATIONS

1. System start up login: password:

2. Print daily batch report for (_____) (_____) (_____).
dd mmm yy dd mmm yy dd mmm yy

NOTE: You can print the report for the last 6 days.

3. Headcount/Cash Collected Process - Enter headcounts for :
(_____), (_____), (_____), and/or (_____).
dd mmm yy dd mmm yy dd mmm yy dd mmm yy

MEAL PRODUCTION PLANNING

4. Regular Shopping List - Create, and/or update and/or release
and/or semiperishable] for issue date(s): (_____) (_____
dd mmm yy

SOP and Work Schedule Development

# Appendix E

- Appendix E gives you an example of the Continuity of Operations Plan (COOP):
  - When System is Down
  - Procedure when System Returns to Operation
- This is your Contingency Plan

Go to Appendix E

# Appendix F

- Appendix F gives you the information needed to fill out DA Form 5005-R.
  - Engineering Change Proposal - Software (ECP-S).
  - The start of the Software Change Proposal - (SCP)
  - Also know as “SKIP” - Another name for “Version”

Go to Appendix F

# Appendix F

- The DA Form 5005-R is a dual purpose form used to:
  - Formally record Error Messages.
  - Request changes to the system.
- It is not a “Suggestion Program”; however,
  - It can get us a system we can use…

# Appendix F

**APPENDIX**

Instructions for Preparation of DA Form 5005-R
(Engineering Change Proposal - Software)

F-1 General.

a. The DA Form 5005-R replaces DA Form 4157, System Change Request, and supplements DD Form 1692, Engineering Change Proposal - Software (ECP-S). It is a dual purpose form used either to report software problems (Problem Report) and/or to propose changes to software baselines (ECP-S). The Originator will mark the appropriate box in the top right hand block. The DA Form 5005-R is printed on both sides. (See fig. F-1 and F-2.)

b. The ECP-S is prepared at the functional level (e.g., DFO, TISA, TISA-W, IFA) and submitted to the AFMIS SA for resolution or forwarded to the MACOM level.

c. Instructions for completing and processing ECP-S are found in DA Pam 25-6.

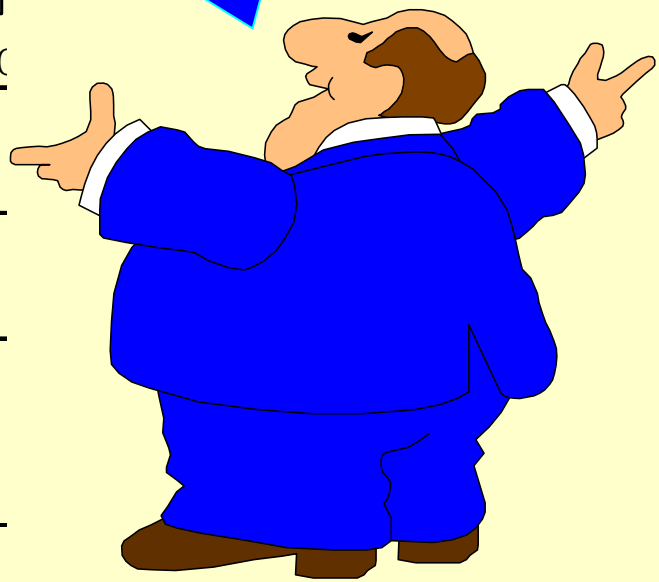
# Appendix F

ENGINEERING CHANGE PROPOSAL - SOFTWARE (ECP-S)

For use of this form, see AR 25-3; the proponent agency is ODISC4

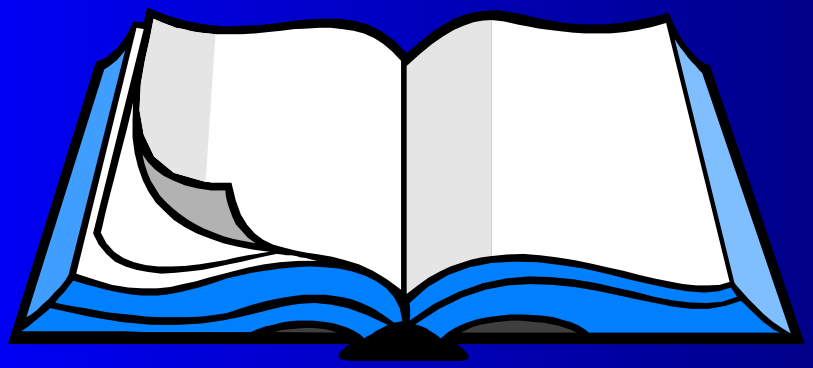
| 1. TO: | 2. FROM: |
|---|---|
| 3. ORIGINATOR NUMBER | 4. POINT OF CONTACT (Name and Telephone no.) |
| 6. APPLICATION CI BASELINE/VERSION | 7. EXECUTIVE SW BASELINE/VERSION |
| 9. JOB CYCLE/PROGRAM ID | |
| 10. TITLE OF PROBLEM/CHANGE | |

Anyone can fil
out this form..



# This Concludes this Lesson on: The End Users Manual

Is relatively “EASY” to use.

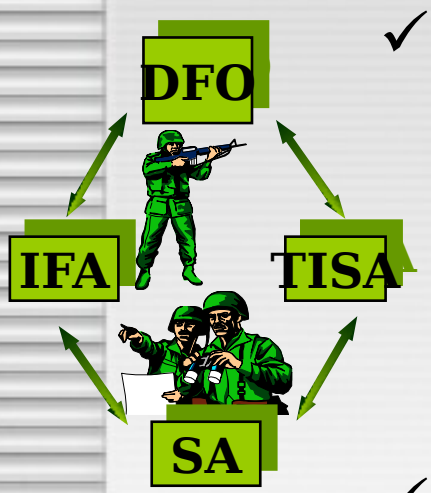


If, you USE it….

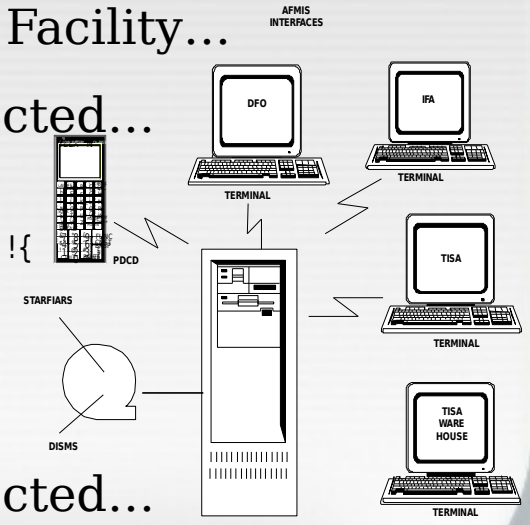
Just remember, it is your “Guide” when you need it

# STANDARDS – Systems Summary

## Structure




- ✓ User Identification:
  - Who does what…
  - Who supports the Dining Facility…
  - How is the Customer affected…
- ✓ Problem Tracking:
  - Who “Fixes” what…
  - How is the Customer affected…




Click Image to View Functional Areas

# STANDARDS – Systems Security

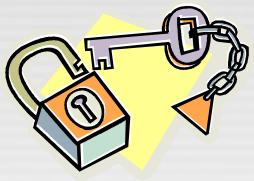
## Passwords

- ✓ Manager Responsibility:
  - Assigns User
    - MFR
    - Appointment Orders
  - Delegates Functional Areas (SOP)
  - Supervises Use
- ✓ User Responsibility:
  - Maintains and Protects Password
  - Reports Unauthorized Use

Click Image to View Systems Security

# STANDARDS – Systems Security

## Windows NT



- ✓ Securing Workstation:
  - Locking Workstation
    - Least Secure
    - Others Cannot Use
  - Log Off
  - Shutdown – Turn Off
- ✓ Programs:
  - Internet
  - Office
  - Virus Protection

# STANDARDS – Conclusion

## Summary

- ✓ Purpose of Standards
- ✓ SOP / Work Schedule / COOP / Training
  - Task Completion
- ✓ End Users Manual
  - Sections
- ✓ Systems Summary
  - Who does What?
- ✓ Systems Security